FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00059209-A **Type of Permit:** FILMING **Release Date:** 12/06/2012

Production Company	UNIVERSAL NETWORK TELEVISION LLC
Insured Company Name	UNIVERSAL NETWORK TELEVISION LLC
Contact Phone No. 1	818-777-1000
Contact Phone No. 2	
Fax	310-969-1100
Address	100 UNIVERSAL CITY PLAZA, BLDG 1320/PH 1 UNIVERSAL CITY, California 91608
Production Title	THE OFFICE # 9014
Type of Production	TV Sitcom

Producer	Steve Burgess
Director	David Rogers
1st AD	Kelly Cantley
Production Manager	Meredith Zamsky
FilmL.A. Coordinator	Hans Groszkruger
Location Manager	Kyle Alexander
Primary Phone	Mobile - 310-909-9064
Secondary Phone	Office - 818-786-6666
Location Assistant	Kyle Alexander
Primary Phone	Mobile - 310-909-9064
Secondary Phone	Office - 818-786-6666

Fees

Posting 600	$276.00
Notification Charge	$310.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$152.00
FILMLA FILM PERMIT RIDER FEE	$100.00
LA CITY FIRE SAFETY OFFICER	$512.00
FILMLA MONITOR FEES	$240.00
FILMLA MONITOR FEES OVERTIME	$135.00

Total Permit Fee $1,725.00

Number of Locations 3

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Summary Information — Location

Location 1 of 3

Permit Number	F00059209-A	**Location Manager**	Kyle Alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE # 9014		

Location Address 15107 Vanowen St, Van Nuys, CA, 91405

Location Type Hospital

Film Dates 12/7/2012 - 12/7/2012 07:00 - 14:00 1 day

Open or Closed to the Public Open

Generic Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic

Please see attached document Noble btw Hartland & Vanowen st WS Curb THE OFFICE.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	5
Camera cars	2
Cast/Crew vehicles	75
Cube Trucks	5
Generator	1
Honey Wagons	1
Motor Homes	2
Picture vehicles	2
Semi Trucks	1
Stakebed Trucks	1
Trailers	2
Vans	3

Personnel on Location

Type	Quantity
Cast	10
Crew	75
LA City UFSO assigned	30338
Off-Duty/Retired LAPD Officer(s)	1

Filming Activities Interior dialogue; filming on 2nd floor at inactive newborn nursery, adjacent hal;way, maternity ward and rooms; camera/equipment on property, sidewalk and/or in street;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Approvals

FILMLA. CLOSURES	Joshua Mingo
LOS ANGELES CITY DEPARTMENT OF PUBLIC WORKS	Janice Takimoto
LOS ANGELES CITY FIRE DEPARTMENT - FILM UNIT	Jazmyn Davis

Coordinator Note RIDER "A" RELEASES LOCATION

Parking

Base Camp
Location Type : Filming Location
Parking Notes
Crew & Base @ 13927 Saticoy St.

Crew Parking
Location Type : Filming Location

Posting "No Parking" signs S/S NOBLE AVE., BASSETT ST., SOUTH- HOSPITAL DRIVEWAY
S/S BASSETT ST., NOBLE AVE., - WEST 200'FT

NO PERMIT

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Summary Information

Location

Permit Number	F00059209-A	**Location Manager**	Kyle Alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE # 9014		

Approximate Footage 301 - 600 **Log Number** 47397

Date(s) 12/7/2012 to 12/7/2012 **Time(s)** 00:00 to 00:00

Lane / Full Closure W/S NOBLE AVE., VANOWEN ST.,- HARTLAND ST.

Approximate Footage 0 - 300

Date(s) 12/7/2012 to 12/7/2012 **Time(s)** 07:00 to 15:00

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Summary Information

Location

Permit Number	F00059209-A	**Location Manager**	Kyle Alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE # 9014		

Location Address 6316 Orion Ave.,- 6238 Orion Ave., van nuys, CA, 91411

Location Type Street

Film Dates 12/7/2012 - 12/7/2012 07:00 - 17:00 1 day

Open or Closed to the Public Open

Generic Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
No cast or crew parking on area streets
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.
Traffic control must be done in accordance w/MUTCD
Traffic Officers Required
Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

Please see attached document Orion AV March 2010.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	5
Camera cars	2
Cast/Crew vehicles	75
Cube Trucks	5
Generator	1
Honey Wagons	1
Motor Homes	2
Picture vehicles	2
Portable restrooms	1
Semi Trucks	1
Stakebed Trucks	1
Trailers	2
Vans	3

Personnel on Location

Type	Quantity
Cast	10
Crew	75
Off-Duty/Retired LAPD Officer(s)	2
Spot Check	1

Filming Activities Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard; Exterior dialogue; walk & talks; drive ups, bys, aways & car to car shots; ITC & IPC; Camera/equipment on sidewalk, in street & across street. ; Cleared w/HOA and speaking with all neighbors;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Approvals LOS ANGELES POLICE DEPARTMENT Mark Preciado

Coordinator Note 1 FILMLA MONITOR IS REQUIRED

Coordinator Note RIDER "A" RELEASES LOCATION

NOT A PERMIT

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Summary Information

Location

Location 2 of 3

Permit Number	F00059209-A	**Location Manager**	Kyle Alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE # 9014		

Parking

Base Camp
Location Type : Filming Location
Parking Notes
Crew & Base @ 13927 Saticoy St.

Crew Parking
Location Type : Filming Location

Posting "No Parking" signs E/S ORION AVE., ERWIN ST., - NORTH 400'FT

Approximate Footage 301 - 600

Log Number 47398

Date(s) 12/7/2012 to 12/7/2012

Time(s) 07:00 to 22:00

NOT A PERMIT

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Summary Information

Location

Permit Number	F00059209-A	**Location Manager**	Kyle Alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE # 9014		

Location Address 6300 Balboa Blvd, Los Angeles, CA, 91436

Location Name LAKE BALBOA PARK

Location Type Park

Film Dates 12/5/2012 - 12/5/2012 05:00 - 12:00 1 day

Hold Dates 12/7/2012 - 12/7/2012 05:00 - 12:00

Open or Closed to the Public Open

Generic Conditions
All Vehicles must be parked legally.
Must Maintain 5' Clearance on Sidewalks/Walkways
No cast or crew parking on area streets
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.
Traffic control must be done in accordance w/MUTCD
Traffic Officers Required
Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

Please see attached document Lake Balboa 2012.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	5
Camera cars	2
Cast/Crew vehicles	75
Cube Trucks	5
Generator	1
Honey Wagons	1
Motor Homes	2
Picture vehicles	2
Portable restrooms	1
Semi Trucks	1
Stakebed Trucks	1
Trailers	2
Vans	3

Personnel on Location

Type	Quantity
Cast	10
Crew	75
Off-Duty/Retired LAPD Officer(s)	2

Filming Activities Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard; Exterior dialogue; walk & talks; Simulated paintball scene; Camera/equipment on grass and in dirt overflow lot; ITC & IPC; Ref# 38302;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Coordinator Note RIDER "A" EXTENDS END TIME FROM 10AM TO 12PM AND COLLECTS ADDITIONAL PARK

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Summary Information

Location

Permit Number	F00059209-A	**Location Manager**	Kyle Alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Mobile - 310-909-9064
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Office - 818-786-6666
Production Title	THE OFFICE # 9014		

MONITOR FEES

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

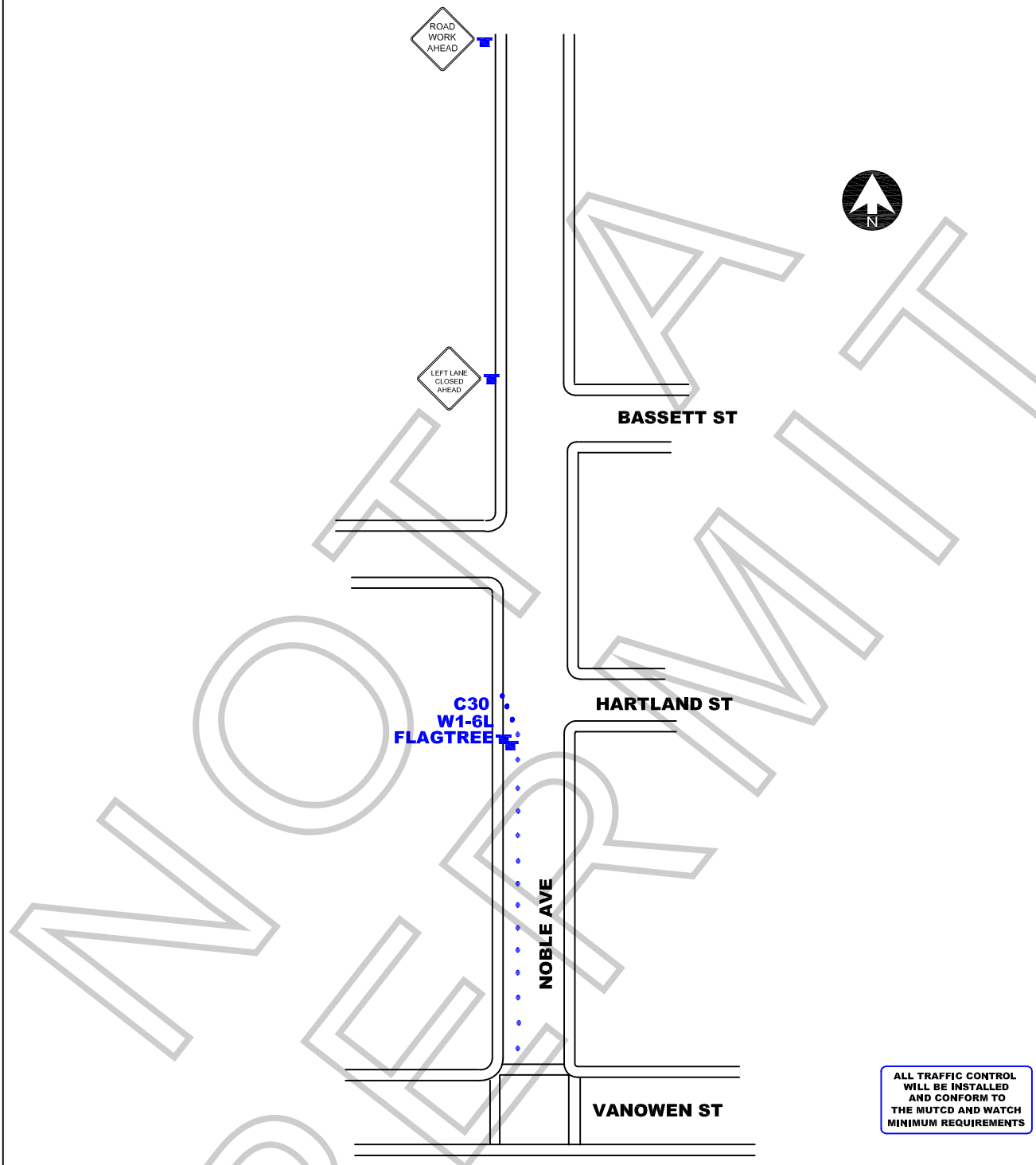
Parking Notes
Crew @ 13927 Saticoy St.
Base @ dirt oveerflow lot / west entrance near lake Balboa

NOT A PERMIT

Permit #F00059209-A

ROAD WORK AHEAD	LEFT LANE CLOSED AHEAD		LANE CLOSED
W20-1	W20-5(L)	W1-6 (L)	C30(CA)

TRAFFIC CONTROL FOR:
UNIVERSAL NETWORK TV
"THE OFFICE"
FILMING



ALL TRAFFIC CONTROL WILL BE INSTALLED AND CONFORM TO THE MUTCD AND WATCH MINIMUM REQUIREMENTS

WORK ZONE TRAFFIC CONTROL PLAN GENERAL NOTES

1. TIME/DATE: 12-7-12 FROM 07:00 HOURS TO 15:00 HOURS.
2. ALL SIGNING, STRIPING, AND TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE (CURRENT) STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLANS AND STANDARD SPECIFICATIONS, CALIFORNIA MUTCD, AND ANY ADDENDUMS THERETO, AND AS SHOWN ON THESE PLANS, SYMBOLS AND ABBREVIATIONS USED ARE SHOWN ON CALTRANS STANDARD PLANS A10A&B, A20A-D, AND A24A-E.
3. THERE WILL BE NO INTERFERENCE WITH TRAFFIC SIGNALS OR CROSSWALKS.
4. CONES WILL BE 28" MINIMUM HEIGHT AND HAVE REFLECTORIZED SLEEVES FOR NIGHT WORK.
5. POLICE WILL DIRECT TRAFFIC IF NECESSARY.

JCL BARRIDADE COMPANY.
2334 E. EIGHTH ST., CA 90021
Ph: (213) 622-9775
Fax: (213) 622-9790
CA Lic # 805357
TRAFFIC PLAN DRAWN BY:
ISMAEL RODRIGUEZ

PROJECT LOCATION:
NOBLE AVE
FROM HARTLAND ST VANOWEN ST
CITY OF LOS ANGELES, CA

LOCATION CONTACT:
JESSICA LOEB
OFFICE # 818.347.9929

Project	Sheet
Date	1 OF 1
Scale: N.T.S.	

NOT A PERMIT

SPECIAL FILMING CONDITIONS
6200 & 6300 BLOCKS OF ORION AVENUE

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

Orion Avenue is an often-filmed block in Van Nuys with quaint cottage style homes. The following Special Filming Conditions have been crafted to provide a balanced use of the community for location filming.

- **Frequency of filming shall be limited to 14 days per calendar year at any one residence.**
- **Affected residents must be notified at least two (2) days In advance of the first day of filming or the first day of any substantial set preparation.** *Permit requests must be submitted to FilmL.A. at least three (3) days in advance.*
- **Companies may request posting on one side of Orion Avenue only for a total of 400'. Posting on Erwin Street will be limited to the south side of the street starting 200' east of Orion Avenue.**
- **No weekend or holiday filming unless approved by FilmL.A.**
- **Filming will be limited to only one production company per day on Orion Avenue.**
- **Trash and refuse must be removed from the area immediately after filming activities are completed.**
- **Production companies may not arrive in the area prior to 7:00 a.m. and must depart no later than 10:00 p.m.,** unless approval is obtained from FilmL.A. and the approved times are indicated on the permit.
- **Cast and crew may not park on area streets.** Off-street parking must be provided.
- **A FilmL.A. Monitor will be assigned to encourage compliance with the permit and conditions.** The Monitor will generally arrive at the designated location 1 hour prior to the permit start time to note proper arrival time and remain with the production company during all filming-related activities and ensure proper departure time.

Note: Any variance from the above conditions requires signature approval from a majority of residents on the 6200 & 6300 blocks. Signatures must be obtained in accordance with the approved FilmL.A. Filming Survey process.

FilmL.A., Inc. NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines FOR LAKE BALBOA

Failure to comply with these conditions will be in violation of your film permit and may result in revocation of permit.

Welcome to the City of Los Angeles, Department of Recreation and Parks. In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok to film at Lake Balboa Park on 12/5/12.**
- **Must not interfere with the park patrons and film company who has first priority.**
- **Ok to park in the dirt overflow lot.**
- **No parking on path, need to keep open.**
- **Must park all vehicles legally in the parking lot. May not park along dirt shoulder of the road.**
- **Must maintain access to the dumpsters.**
- **Must not close off the parking lot, must allow cars to be able to drive through at all times.**
- **MUST hand cart all equipment to site.**
- **NO heavy equipment or vehicles on the grass at all times.**
- **NOT allowed on the dock at all times.**
- **MUST stay clear of all service roads.**
- **NO parking allowed on service roads.**
- **NOT allowed to go beyond orange mesh fence.**
- **May not have any persons or equipment enter the water at any time for any reason.**
- **Pedestrians have the right of way at all times.**
- **Cannot alter the landscape area of the park.**
- **Company is responsible for their own trash.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.

NOT A PERMIT

- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines**. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.**
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between parK
- patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products.

DRAFT

- The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-59209
UNIVERSAL
THE OFFICE #9014
(LAKE BALBOA AND OVERFLOW LOT)

NOT A PERMIT